# Post-training survey template

## 7-1-7 Technical Training

### Overview

Below is an editable post-training survey template for a 7-1-7 technical training workshop. Note that this survey is based on the 4-day sample technical training agenda and slide deck.

We recommend:

* Adding the survey questions to an online survey tool (e.g., Google Forms, Microsoft Forms, etc.) and providing participants with a link and/or QR code.
* Keeping the survey short (ideally 3-5 minutes to complete, max 7).
* Providing time to complete the survey ***during***the wrap-up session. We have found that this leads to higher completion rates than if the survey is sent later.
* Not requiring name/email so that participants can feel comfortable sharing critical feedback. We have not included a “Personal information” section in the template. If you choose to add it on, consider having that information be optional.

### Survey template

Thank you for joining us for the 7-1-7 Technical Training Workshop on [ADD DATE(S)]! We hope you enjoyed the training. We would appreciate it if you could spare 5-7 minutes to complete this post-workshop survey.  Your answers will really help us better prepare for future training workshops and aid us in making our training materials and methods more effective.

**Training objectives**

How well do you think we met the workshop objectives?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objectives** | **Very poor** | **Poor** | **Fair** | **Good** | **Very good** |
| Understand the 7-1-7 target and performance improvement approach and Early Action Reviews for outbreak detection, notification, and response |  |  |  |  |  |
| Explain how 7-1-7 drives performance improvement of outbreak systems |  |  |  |  |  |
| Identify opportunities and challenges for supporting awareness, adoption, and use of 7-1-7 in your work |  |  |  |  |  |
| Apply key steps and model practices to support 7-1-7 adoption + use across programs and contexts |  |  |  |  |  |
| Develop a plan for adoption and routine use of the 7-1-7 target in your country/jurisdiction |  |  |  |  |  |

**Training sessions**

How would you rate…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sessions** | **Very poor** | **Poor** | **Fair** | **Good** | **Very good** |
| **Day 1 – Introduction to 7-1-7 and Early Action Reviews** | | | | | |
| Presentations |  |  |  |  |  |
| Activity: Measles ‘tabletop’ activity |  |  |  |  |  |
| Activity: ‘7-1-7 and outbreaks in the news’ |  |  |  |  |  |
| **Day 2 – Using 7-1-7 for performance improvement** | | | | | |
| Presentations |  |  |  |  |  |
| Activities: ‘Is this a good bottleneck’ + ‘Is this a SMART action?’ |  |  |  |  |  |
| Activities: Writing bottlenecks (using 5 whys) and actions (using SMART criteria) |  |  |  |  |  |
| Activity: Applying 7-1-7 to your own data |  |  |  |  |  |
| **Day 3 – Using 7-1-7 (continued) + Adopting 7-1-7 for routine use** | | | | | |
| Presentations (using 7-1-7) |  |  |  |  |  |
| Activity: Data verification |  |  |  |  |  |
| Activity: Bottleneck categorization and longer-term planning |  |  |  |  |  |
| Presentations (adopting 7-1-7) |  |  |  |  |  |
| Activities: Stakeholder mapping; existing systems mapping; workflow integration |  |  |  |  |  |
| **Day 4 – Planning for 7-1-7 adoption and use + Teach-back** | | | | | |
| Activity: planning for 7-1-7 adoption + use |  |  |  |  |  |
| Activity: teach-back of key slides |  |  |  |  |  |
| **Cross-cutting** | | | | | |
| Group discussion(s) |  |  |  |  |  |
| Parking lot / Q&A session(s) |  |  |  |  |  |
| Structure and facilitation |  |  |  |  |  |
| How would you rate the overall workshop? |  |  |  |  |  |

**Training experience**

1. What was your favorite part of the training? Why?
2. What was your least favorite part of the training? Why?
3. How could the training be improved? How could the workshop be improved? (Please provide any general feedback as well as any specific feedback on the content, materials, structure, facilitation, etc.)
4. What did you expect to learn that you did not?
5. Anything else you want to share?

Thank you for completing this survey!